



## **School Quality Standards 2006-07**

### **Site Visit**



## **Site Visit Procedure**

### **■ Who?**

- ☐ Approximately 30 schools per year
- ☐ Public schools and technical centers
- ☐ 3-5 DOE staff on visit team

### **■ When?**

- ☐ Notified by end of June



## Site Visit Procedure

- How?
  - Random sampling procedure
  - Will check for other DOE visits/monitoring
  - Commissioner can add to the list



## Site Visit Purpose

- To engage in conversations about integration and implementation of five key standards
- To discuss successes/challenges associated with implementing SQS
- To provide an opportunity for schools to *demonstrate* how SQS apply to every day practice



## Site Visit Purpose

- Site visit will be informative...
  - For schools as they look at themselves and reflect on their own strengths and challenges
  - For the DOE to guide decisions about development and allocation of resources



## Five Key Standards

- School Leadership
- Instructional Practice
- Needs-Based Professional Development
- Comprehensive System of Support Services: EST
- Local Comprehensive Assessment System



## Site Visit Process

Designed around two core questions:

*(1) Describe your systems and processes for collecting and analyzing student information - state and local academic achievement measures and other information related to achievement and other desired outcomes for students. Tell how these data are used to make instructional decisions, identify professional development opportunities, and inform choices around educational supports for students.*

*(2) What does leadership look like in your school?*



## Site Visit Process

Core questions:

- ☐ Reflect the integrated nature of these five key standards in a school setting
- ☐ Provide schools with a platform for sharing successes and challenges of implementing SQS



## Site Visit Process

- Schools are in the driver's seat for planning the visit
- Schools' responses to the core questions will form the foundation for the site visit
- Schools will create an agenda for the site visit that demonstrate their responses to the core questions



## Site Visit Planning

- To prepare for the visit, schools should:
  - Assemble a team to respond to the core questions
  - Discuss the core questions
  - Brainstorm activities that demonstrate those responses
  - Develop an agenda around those activities
  - Use handbook worksheets to help with planning...



## Worksheet (1)

- Contains the core questions
- School teams are not expected to send it to the DOE
- Teams should use core questions as a starting point for crafting an agenda for the site visit
- Purpose is to facilitate discussion, among members of your own school community, about key issues related to SQS



## Worksheet (2)

- School team will construct an agenda for the site visit day that demonstrates their responses to the core questions
- Worksheet 2:
  - Helps teams identify and clarify possible agenda items
  - Helps connect team responses to concrete experiences for visit
  - Provides guidance for visiting team on how and why the planned activities relate to responses to core questions



## Worksheet (3)

- Should be used to summarize and organize their proposed agenda
- Will help teams outline the proceedings of the day
- Will specify when, where and how members of the school community will participate



## Site Visit Planning

- School is not required to send to the DOE a copy of Worksheet (1)
- **Schools must send copies of Worksheets (2) and (3)** to the DOE four weeks prior to visit
- DOE will review a school's proposed agenda and communicate any requested additions or changes



## Site Visit Planning: Example

- Let's turn to the Appendix section and walk through the three worksheets using an example...



## FAQ

- *Who should be on my school team?*
  - ☐ No required list
  - ☐ Team might include:
    - Principal
    - Other administrators
    - Teachers
    - Teacher leaders
    - Other staff
    - Students, parents, or school board members





## FAQ

- *What types of activities should my agenda include?*
  - ☐ No required set of activities
  - ☐ Could choose:
    - Conversations with administration, teachers and students
    - Classroom observations
    - Observations of teacher work groups/professional development
    - Short presentations including student demonstrations
    - Meetings with parents



## FAQ

- *Should our team plan activities for the entire day?*
  - ☐ Set aside time at the beginning of the visit for school team to discuss their responses to the core questions and review agenda
  - ☐ Allow time at lunch and after school for visiting team to work in private



## **Tips for Agenda Planning**

- Can schedule activities simultaneously for different visiting team members
- Provide opportunities to view different classrooms
- Provide opportunities to engage a variety of stakeholders



## **Required Documents**

- Four weeks prior to visit, schools must send to the DOE:
  - Worksheet (2)
  - Worksheet (3)
  - Action plan
  - Local comprehensive assessment plan
  - New England Association of Schools and Colleges (NEASC) Report (if applicable)
  - Roster of school staff and titles/positions
  - Logistical information



## **Additional Resources**

- The following additional resources are available in the SQS handbook:
  - Timeline
  - Best Practices: Five Essential Standards
  - Status Report
  - School Quality Standards



## **Outcomes of Site Visit**

- Visiting team will share information gathered with the Commissioner
- After reviewing all data, the Commissioner will communicate to the schools:
  - Whether their status, based on the status report, has changed
  - Any corrective actions that the school must take



## Outcomes of Site Visit

The real purpose of the site visit to initiate dialogue and help schools self-reflect on their systems, practices, and resources that support the implementation of SQS.



## SQS Site Visit

Questions?

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